

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for Plat Approval

An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review

Platting (5 Lots or Less) Application Fee: \$4,017.00
Platting (6 Lots or More) Application Fee: \$4,613.00

In addition to the above application fees, the following fees also apply to each application:

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

Date of Submittal: / /
 Month Day Year

Property Owner:

Agent (if applicable):

Name

Name

Mailing Address (Street, City, State, Zip Code)

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Daytime Phone

Email Address

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

(If subject property includes multiple lots, attach additional legal descriptions on separate sheets)

Block

Lot

Subdivision

Key

Real Estate (RE) Number

Alternate Key Number

Street Address (Street, City, State, Zip Code)

Approximate Mile Marker

APPLICATION

Has a previous application been submitted for this site within the past two years? Yes ____ No ____

Current Land Use District Designation(s): _____

(Lands within the IS, URM, and CFV Districts shall not be platted, replatted or otherwise reconfigured in any manner that would allow the number of proposed lots or units to exceed the number of parcels that lawfully existed as of September 15, 1986.)

Current Future Land Use Map Designation(s): _____

Total Land Area Affected: _____

Existing Use of the Property (If the property is developed, please describe the existing use of the property, including the number and type of any residential units and the amount and type of any commercial development):

Lot Summary:

Proposed Number of Lots: _____

Proposed Average Size of Lots: _____

Proposed Minimum Lot Size: _____

Street Summary:

Width of Rights-of-Way: _____

Linear Feet of New Streets: _____

Description of New Streets (public or private): _____

Number of Street Lights to Be Provided: _____

Sidewalk Summary:

Will Sidewalks/Bicycle Paths Be Provided? Yes: ____ No: ____

If yes, on Both Sides of the Street(s)? Yes: ____ No: ____

Water and Sewage Summary:

Estimated Water Requirements (gallons/day): _____

Proposed Water Source: _____

Estimated Sewage Disposal Requirements: _____

Proposed Method of Collection and Treatment: _____

APPLICATION

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete plat application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership** (i.e. Warranty Deed);
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Location map;**
- ☐ **Copy of Land Use District Map** (please request from the Planning & Environmental Resources Department prior to application submittal);
- ☐ **Copy of Future Land Use Map** (please request from the Planning & Environmental Resources Department prior to application submittal);
- ☐ **Photograph(s) of site from adjacent roadway(s);**
- ☐ **Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 16 sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Written description of project;**
- ☐ **Proposed Covenants** (a draft of any proposed protection covenants or deed restrictions);
- ☐ **Proposed Phasing Plan;**
- ☐ **Conceptual Plat – 16 sets;**
- ☐ **Conceptual Utility Plan– 16 sets;**
- ☐ **Conceptual Drainage Plan– 16 sets** (with drainage calculations; existing and proposed topography; all drainage structures; retention areas; drainage swales; and existing and proposed permeable/impermeable areas;
- ☐ **Traffic Study, prepared by a licensed traffic engineer;**
- ☐ **Subdivision Improvements Cost Estimate;**
- ☐ **Letters of Coordination are required from the following:**
 - ☐ Florida Keys Aqueduct Authority (FKAA);
 - ☐ Florida Keys Electric Cooperative (FKEC) or Keys Energy Services;
 - ☐ Monroe County Office of the Fire Marshal;
 - ☐ Monroe County Public Works;
 - ☐ Monroe County Health Department;
 - ☐ Monroe County Solid Waste Management;
 - ☐ Florida Department of Health if wastewater flows are less than or equal to 5,000 gallons per day or Florida Department of Environmental Protection if wastewater flows exceed 5,000 gallons per day;
 - ☐ Florida Department of Transportation (FDOT);
 - ☐ South Florida Water Management District (SFWMD);
 - ☐ If necessary, Florida Department of State, Division of Historic Resources;
 - ☐ If necessary, Florida Game and Freshwater Fish Commission (FGFFC);
 - ☐ If necessary, U.S. Army Corps of Engineers (ACOE);
 - ☐ If necessary, U.S. Fish and Wildlife Service (USFW);

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- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property (3 sets).** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included.

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- ☐ **Any Letters of Understanding pertaining to the proposed plat**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.